



Minutes - APPROVED

Public Records Board

May 3, 2021; 1:00pm
Virtual Meeting via Teams

Board Members Present: Paul Ferguson, James Friedman, Staci Hoffman, Julie Landrie, Abbie Norderhaug, Erin Scharlau and Melissa Schmidt

- 1) Call to Order:** 1:03 PM. Board Chair, Paul Ferguson called the meeting to order.
- 2) Facilities General Records Schedule, FAC00082:** Paul overviewed the history of the RDA, FAC00082, Monitoring and Surveillance Recordings. The Board first extended FAC00082 at their November 18, 2019 meeting. The extension expires prior to the Board's June 14, 2021 meeting. The Board Chair called a special meeting to discuss a second extension. Per the Board's extension policy, a second extension must be approved by the Board. The RDA was not able to be worked on during the past year due to COVID. Per the policy, each extension is for 18 months. There was some discussion by Board members about the RDA and the need for a second extension.

Staci Hoffman moved, seconded by Melissa Schmidt that the Board extend FAC00082, Monitoring and Surveillance Recordings, a second time. The motion was approved.

| Member | Aye | No | Abstain |
|------------------|-----|----|---------|
| James Friedman | X | | |
| Staci Hoffman | X | | |
| Julie Landrie | X | | |
| Abbie Norderhaug | X | | |
| Erin Scharlau | X | | |
| Melissa Schmidt | X | | |
| Paul Ferguson | X | | |

- 3) Adjourn:** James Friedman moved, seconded by Staci Hoffman, that the meeting be adjourned. The motion was approved. Meeting adjourned at 1:26 PM.

| Member | Aye | No | Abstain |
|------------------|-----|----|---------|
| James Friedman | X | | |
| Staci Hoffman | X | | |
| Julie Laundrie | X | | |
| Abbie Norderhaug | X | | |
| Erin Scharlau | X | | |
| Melissa Schmidt | X | | |
| Paul Ferguson | X | | |

Next scheduled meeting: June 14, 2021.